

Shri Shivaji Education Society's,
MAHASATEE ARTS, COMMERCE& SCIENCE
COLLEGE,ULGA,KARWAR

2022

# DEPARMENT OF ENGLISH



ADD ON CERTIFICATE
COURSE IN
COMMUNICATION
ENGLISH

"The most important thing in communication is hearing what isn't said." - Peter Drucker
Communication is the key to success in any field, whether personal or professional.It helps build trust, understanding, and strong relationships with others.Effective communication can resolve conflicts and improve collaboration.

9/19/2022

#### ಶ್ರೀ ಶಿಪಾಹಿ ಶಿಕ್ಷಣ ಹಣಪ್ಪೆಯ

ದುಹಾಸಕಿ ಕಲ್ಕಾಬಂಡೆಟ್ಕ ಹಾಗೂ ವಿಚ್ಚಾನ ಮರ್ಪದಿದ್ದಾಲಯ ಕಾಳಗೂ,ಕಾರಪಾರ-581328 ಸ್ಕಾಕನಿಂದ 'ಬಿ' ಮುನ್ನತೆ ಪಡೆದಿದೆ

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#### **STUDENT NOTICE**

This is to inform all the students of R.A., B.Com and B.Sc that Department of English is organizing An Add-on certificate programme in "COMMUNICATION SKILLS IN ENGLISH" from the 2<sup>rd</sup> NOVEMBER-2022.

Interested student should immediately contact Prof.Raghavendra M.Naik Head of the English Department on or before 30<sup>th</sup> OCTOBER-2022 for further details in connection with the time or other related matters

Prof Raginavendo Nolle

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### ಕ್ರೀ ಕಿವಾಜಿ ಶಿಕ್ಷಣ ಸಂಸ್ಥೆಯ

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#### DEPARTMENT OF ENGLISH

#### STUDENT NOTICE

This is to inform all the students who have registered their name for the Add on Certificate course on "COMMUNICATION SKILLS IN ENGLISH" classes will start from 02/11/2022

Add on Certificate course on "COMMUNICATION SKILLS IN ENGLISH" desses will engaged at 4.00pm to 5.00pm on all working days.

HOKO

Department of English

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COM & SCI. COLLEG

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## ್ರೀ ಕಿರಾಜಕಿ ಕಿಕ್ಕಡ ಸಂಸ್ಥೆಯ

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#### SYLLABUS FOR ADD-DN CERTIFICATE COURSE IN \*COMMUNICATION SKILLS IN: ENGLISH\*

Unit 1: Communication; An Introduction:

Definition, Nature and Scope of Communication, Importance and Purpose of Communication, Process of Communication, Types of Communication.

ปังวั**t-2: Non-Verbal Communication:** 

Personal Appearance: , Gestures, Postures, Facial Expression, Eye Contacts Body.
 Language Kinesics J. Time language, Silmics, Tips for Improving Non-Verbal.
 Communication.

Unit 3: Effective Concomunication:

Essentials of Effective Communication, Communication Techniques, Barriers to Communication.

Joil 4: Communication Network in an Organization-I

Personal Communication, Internal Operational Communication, External Operational Communication.

.<u>Gladie</u>-·Pirof. Qaghoverdsa Aluski PRINCIPAL

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COM LIBOT COLLEGE

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#### DEPARTMENT OF ENGLISH

## List of students enrolled for "COMMUNICATION SKILLS IN ENGLISH" Add-on Certificate course-2022-23

|                      |   | <del></del>   | <del>-, </del>                          |
|----------------------|---|---|---|
| SI.No.               | Name of the students  | CD/22   | Signature of the                        |
|                      |   |   | students                                |
| 1                    | Monali Manjunath Naik   | B.Com \$1   | ለለ <u>ሴ</u> ኒያ <u>ሉ</u> )               |
| 2                    | Mess Maya Venkatraman   | B_4.8   | (E)*                                    |
| 3                    | Emmanuel Fredre Baretto   | B.Com (I  | Suudia                                  |
| 4                    | Aryan Sansoah Minastri  | B.Com II  |   |
| 5                    | Chotana satush Meratho  | B.Cam III   |   |
| 6                    | Omkov Najo Pogi   | ; B.Com III   | CANAGE                                  |
| 7                    | , Jesika Sumay Fernandies   | B.A.I   | Janear .                                |
| 8                    | Ankita Santosh Naik   | . D.Ą.I   | 4                                       |
| 9                    | ; Shruffaa Surendra Dandekar  | B.Cone III  | Flower                                  |
| 20                   | Youeet Arriji Gavada  | D.SC II   | (Tipper                                 |
| 71                   | Amir Almam Talelar  | B.SC II   | يفيف                                    |
| 12                   | Sir Gurupiasad J. Notk  | B.A.IH  | (E)                                     |
| 13                   | Monay sourcep Na &  | B.SL II   | HANDE                                   |
| 14                   | Sone\ita Shonkar Manjrekar  | B.SL II   | <u> المجافق</u>                         |
| 15                   | Valboy Viyay Devdas   | u.5C1I  | sanje <b>%</b>                          |
| 16                   | Pankaj Namaskar   | D.SC III  | <del>}-</del>                           |
| 17                   | Mirs, Gayarri A, Naik   | B.A.III   |   |
| 1.9                  | Vignadiyar ullas taleker  | B.SC.III  | \&                                      |
| 19                   | Squah San : Naik  | B.SC III  | <b>¾</b> -                              |
| 26                   | Showking Thomasy Noik   | ä.sc III  | 5 3 4 4 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 |
| 21                   | Morai I May Power   | B.SL III  | 4 JG                                    |
| 22                   | Abhishe\ Anandu naik  | B.SC III  | <del> </del>                            |
| 17<br>18<br>19<br>20 | Miss. Gayarri A. Naik<br>Vignodovar ullas talekez<br>Seuah Sant: Naik<br>Sluckliki Thonopsy Noik<br>Morai I May Power | 8.50.00<br>8.50.00<br>8.50.00<br>8.50.00<br>8.50.00 |   |

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MAHASATEE ARTS, COMMERCE AND SCIENCE COLLEGE, ULGA, KARWAR (U.K.)

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|                 | 02   | Maya Ventrataraman   | W       | Pol      | W       | RH      | (B)          | 椒        | W         | 100                           | M           | 部         | m l          | 17        | 100       | US         | M          | m        | M             | HD       | W          | m           | (186      | 10         | m        | 100      | M          | m         | M             | M          | S M    | o m       | 0     | 1  | 1 | -    | -   |
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|                 | 05   | Chotana Santosh Maath  |         |          |         |         |              |          |           |                               |             |           |              |           |           |            |            |          |               |          |            |             |           |            |          |          |            |           |               |            | 19     | 16        | 2     | 1  |   |      | H   |
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|                 | 08   | Ankita Santosh Nath  |         |          |         |         |              |          |           |                               |             |           |              |           |           |            |            |          |               |          |            |             |           |            |          |          |            |           |               |            |        |           |       |    |   |      |     |
| -               | 09   | Sharttka S Bandekas  |         |          |         |         |              |          |           |                               |             |           |              |           |           |            |            |          |               |          |            |             |           |            |          |          |            |           |               |            |        |           |       |    | + |      | Н   |
| -               | 10   | Yogesh Astill Garada   | 3       | N.A.     | M       | 148     | 7            | 4        | NA.       | AN                            | M           | 1         | 4            | 4         | 40        | AL .       | 4          | 4        | 3             | 4        | A)         | 4           | 4         | 地          | 100      | A.       | 660        | 4         | A             | 40         | 10     | 15        | 1     |    | + |      | H   |
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|                 | 12   | Manali Sandeep Naik  |         |          |         |         |              |          |           |                               |             |           |              |           |           |            |            |          |               |          |            |             |           |            |          |          |            |           |               |            |        |           |       |    | + | H    |     |
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|                 | -    | Varbay Vijay Devdas  | -       |          |         |         |              | 115      |           |                               | 22          |           |              | 1         | 2         | 7          |            |          |               | 17       | 400        |             |           |            |          | 532      | CDV.       | 2         |               | THE STREET | 12     | 1         |       |    | + |      |     |
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|                 | 21   | Manos Uday Power   | 13      | 18       | 10      | DS 1    | 901          | 8-1      | 1         | mian                          | 41          | 10        | 6            | 0         | 8         | 18         | 100        | 100      | 110-          | 100-     | 710        | 10          | 0         | M          | 心        | 即        | 100        | 104       | 事             | W          | TO     | m         |       |    |   |      |     |
|                 | 22   | Abhabels A Walk  | *       | 4        | P.      | + 1     | -            | 4        | 4         | A.                            | 4           | 4         | Ho H         | 9- 3      | #-        | #          | #          | 4        | #             | 新        | #          | 4           | 4         | 4          | 4        | +        | 4          | 4         | 4             | 4          | 4      | +         |       |    |   |      |     |
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Ulga, Karwar, Uttar Kannada, Karnataka - 581328 Accredited by NAAC with "B" Grade

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ADD-ON COURSE
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DEPARTMENT OF ENGLISH
COMMUNICATION SKILLS IN ENGLISH

This is to certify that Mr./Ms Monali Manjunath Naik

Class B. com-III satisfactorily completed the course during the year 2022-2023

HOD. ENGLISH

MAHASATEE ARTS, COMMERCE & SCIENCE COLLEGE, Ulga, Karwar



Shri Shivaji Education Society's,

## MAHASATEE ARTS, COMMERCE & SCIENCE COLLEGE,

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ADD-ON COURSE

Conducted by

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COMMUNICATION SKILLS IN ENGLISH

This is to certify that Mr./Ms Sanchita. S. Manjrekar.

Class B.Sc- satisfactorily completed the course during the year 2022-2023

HOD. ENGLISH

PRINCIPAL

MAHASATEE ARTS, COMMERCE & SCIENCE COLLEGE, Ulga, Karwar,